

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101-1932

TEL. 603-624-6543 (VOICE/TTY)

FAX. 603-628-6065

WEBSITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **SECURITY OFFICER (PART-TIME)**

(Announcement No. R-078-07)

Grade 12

Starting Salary: \$12.81/hr – pro-rated benefits, no medical  
32 hours per week. Days, nights and  
weekends required

### **THE JOB:**

Performs all necessary services to ensure the security, safety, and protection of employees, customers, and assets of the West Branch of the City Library against injury, loss or damage. Patrols all assigned areas and monitors activities to identify and resolve violations; responds to calls and/or complaints from employees and customers, documents statements, identifies unsafe or unlawful conditions. Performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

High School or GED. Experience in law enforcement, military security or similar background is desirable. This is a highly visible position. Candidates must have good public relations skills, ability to spend long periods of time walking and standing. No criminal record. Must pass a background check. Ability to speak Spanish helpful.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OFFICE HOURS:**

Monday through Friday, 8:00 AM to 5:00 PM

### **OPENING DATE:**

Thurs., Dec. 6, 2007

**CLOSING DATE:** Open until filled

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*